

A.D. 3.10, Fees, Reimbursements and Donations

Prepared for signature 2/7/00 - effective 3/15/00

1. Policy. The Department of Correction shall seek reimbursement for any expenditure or service which may result in recovery of expenses for the State or the Department, and shall seek donations of goods to expand existing programs and services, fund new initiatives, and support charitable causes.
2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 1-15, 4-32, 4-33, 4-35, 4-56, 4-69, and 18-81.
 - B. State of Connecticut, Office of the State Comptroller, State Accounting Manual.
 - C. American Correctional Association, Standards for Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-1B-05.
 - D. American Correctional Association, Standards for Adult Probation and Parole Field Services, Second Edition, March 1981, Standard 2-3082.
 - E. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standards 3-4031, 3-4033, 3-4034, 3-4090 and 3-4091.
 - F. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-1B-06, 3-ALDF-1B-07, 3-ALDF-1C-20 and 3-ALDF-1D-09 through 3-ALDF-1D-10.
 - G. Department of Correction Fiscal Services Unit, Accounting Manual.
 - H. Administrative Directives 2.17, Employee Conduct; 3.2, Handling of State Funds; 3.6, Activity Fund; and 6.10, Inmate Property.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Reimbursements. Cash or other assets received as a repayment for the cost of work or services performed.
 - B. Revenue. Additions to cash or other assets which neither increase a liability nor represent the recovery of an expenditure.
4. Reimbursement of Expenditures, Current Year. Reimbursements of expenditures made in the current fiscal year shall be recorded on the appropriation record as a reduction of total expenditures and an increase in funds available for agency use, in accordance with limitations stated in the State Accounting Manual. Fiscal Services shall expedite processing of reimbursement claims on behalf of the Department, to enable effective budget management.
5. Reimbursement of Prior Fiscal Year Expenditures. Refunds of prior fiscal year expenditures in the current year shall be considered revenue and such amounts shall not be available for agency use.
6. Reimbursement from the Federal Government. The Department shall negotiate with federal agencies for which it provides detention services; to document and periodically update a uniform contracted per diem reimbursement rate for services provided to these agencies.

7. Medical Services Reimbursement. The cost of medical services provided to Federal and Interstate Compact inmates shall be charged to the sending jurisdiction as provided by contract or compact. Reimbursement shall be requested by submitting invoices and a summary of services rendered. Medical services provided to Connecticut inmates housed out of state shall be paid by the medical service contractor.
 - A. Federal Inmates. Payment for extraordinary medical services provided to Federal inmates shall be in accordance with the terms and conditions of the current agreement. Reimbursement for the medical services paid for by the Department to Federal inmates shall be required from any federal agency for which inmates are held.
 - B. Interstate Compact Inmates. Medical Services provided to any Interstate Compact inmate shall be paid by the Department of Correction. Reimbursement shall be requested from the sending Department of Correction by submitting invoices and a summary of services rendered.
8. Photocopying Expense. Fees for photocopying shall be received by the Department prior to documents being provided to the requestor.
 - A. Other State Agency. There shall be no charge for another state agency for a copy of any document under 1000 pages. If the document is more than 1000 pages, the charge shall be twenty-five cents for each page. Any charge to another state agency may be waived in accordance with a reciprocal agreement to waive such fees.
 - B. General Public. The charge for duplicating material for the general public shall be twenty-five cents for each page copied.
 - C. Inmates. Photocopying for inmates shall normally be restricted to legal materials. Photocopying of any other materials shall be at the discretion and convenience of the Unit Administrator. An inmate shall be charged twenty-five cents for each page copied. The funds shall be deducted from the inmate's account prior to providing the inmate with the documents. The cost for an indigent inmate, as defined in Administrative Directive 6.10, Inmate Property, shall be waived.
9. Transcription Expense. The cost for any transcript shall be the actual cost of the document, including the transcription service cost and a per page copying cost of twenty-five cents.
10. Computer Data. The Deputy Commissioner of Programs shall establish the fee for computer data. The fee shall reflect the actual cost to the Department for compiling and providing the data. A fee shall be charged for printouts and material provided in any electronic form such as a diskette or tape.
11. Reimbursable Employee Expenses. The telephone services provided by the State are strictly for State business. For each billing cycle, state agencies receive from Department of Administrative Services Telecommunications, a bill that consists of itemized charges allocated to the agency for the particular billing period and reported to the

Comptroller for payment.

- A. Telephone Expenses. Each Unit Head shall insure that all charges on the bill shall be verified by each user. The certification sheet shall be signed by the Unit Head and returned to Department's Telecommunications Unit with any exceptions posted. Any exceptions, e.g., personal calls, shall be reimbursed at this time.
 - B. Credit Card Calls. A Monthly Calling Card Report, Attachment A, is provided for each credit card holder. Each cardholder must sign the report certifying that all charges are valid and were incurred in the course of conducting State business. Any exceptions, e.g., personal calls, shall be noted. The signed report shall be returned to the Telecommunications Unit within one (1) month of the report date. Reimbursement of personal calls shall be made at this time.
 - C. Cellular Phones. A Monthly Cellular Phone Report, Attachment B, is provided for each cellular phone holder. Each cellular phone holder shall sign the report certifying that all charges are valid and were incurred in the course of conducting State business. Any exceptions, e.g., personal calls, shall be noted. The employee will be held accountable for reimbursing the State for the cost of such calls. The signed report shall be returned to the Department's Telecommunications within one month of the report date. Reimbursement of personal calls shall be made at this time.
12. Donations. The Director of Program Development shall coordinate activities to promote donations.
13. Fund Credits and Recognition. Funds raised by inmates on behalf of a charitable cause shall be credited to the Activity Fund prior to donating any funds.
- For donated goods or funds, the Unit Administrator shall complete the Donated Goods Form, Attachment C, issue the original to the donor, maintain a copy at the facility and forward a copy to the Fiscal Services Unit.
14. Donated Goods. Goods may include, but shall not be limited to: reading materials, magazines, seeds, plants, furniture, appliances, yarn, pet food, wood, garden and farming tools and equipment, art supplies, religious materials, musical instruments, holiday gifts and sports equipment.
15. Books. Facilities shall be encouraged to request the donation of new and used reading materials, statute books and other legal materials from private sources, law offices and other state agencies.
16. Acknowledgment. Upon request, the unit shall issue a receipt of donation on the Connecticut Department of Correction letterhead form.
17. Exceptions. Any exceptions to this Administrative Directive shall require prior written approval from the Commissioner.

ATTACHMENT C

DONATIONS

TO

THE CONNECTICUT DEPARTMENT OF CORRECTION

■ Name of Donor _____
Agency, Group or Person

■ Address of Donor

■ Description of contribution:

☐ service ☐ funds ☐ goods

(description/purpose)

■ Date _____ Value \$ _____

Signature of Donor _____ Signature of CT DOC Staff _____

DONATIONS

FROM

THE CONNECTICUT DEPARTMENT OF CORRECTION

■ Name of Facility _____

■ Address of Facility

■ **Description of contribution:**

☐ service ☐ funds ☐ goods

(description/purpose)

■ Date _____ Value \$ _____
(if applicable)

Signature of CT DOC Staff _____ Signature of Agency/Group _____